

For Information on Flammable Liquids, Gases, Aerosols advice is obtainable from the Trust Fire, Health and Safety Advisor.



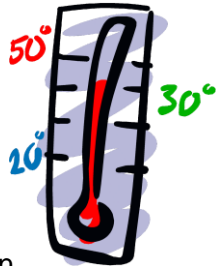
Medicines for Clinical Emergency

Must be readily accessible and in a position to afford supervision to prevent unauthorised access. For further details refer to the Clinical Emergency Policy for your locality.



Clinic Room Temperatures

Clinic Room temperatures must be monitored and recorded on a daily basis. If the temperature exceeds 25°C on a regular basis then the Pharmacy must be contacted for advice and if necessary, to quarantine medication until its safety/efficacy for use can be assessed.



FURTHER INFORMATION
C06 - Medicines Code Policy

The Estates Department must be informed to see if the problem can be rectified and if necessary, a business case for climate control may need to be developed and agreed through the



NHS

**Birmingham and Solihull
Mental Health**
NHS Foundation Trust

Storage of Medicines

KEY POLICY FLASHCARD

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Controlled Drug Cupboards



- ✓ Reserved solely for the storage of Controlled Drugs and secured to the wall.
- ✓ These cupboards may be separate from others or be inside other locked medicines cupboards used to store internal medicines.
- ✓ The lock must not be the same as any other lock in the hospital.

Internal Medicine Cupboard(s)

- ✓ For the storage of tablets, liquid medicines, injections etc.
- ✓ Medicines should not be stored at temperatures above 25°C unless stated otherwise on the label.
- ✓ They should be stored in alphabetical order according to approved name or another suitable system understood by all staff.

External Medicine Cupboard(s)

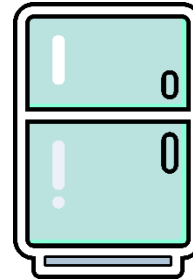
- ✓ For the storage of creams, lotions etc.

Reagent Cupboard(s)

- ✓ Situated in the area where urine testing is carried out.

- ✓ Some wards/units may not require a separate cupboard if urine testing is only very rarely carried out but in such circumstances there should be an agreement about where such testing is to take place.
- ✓ They must not be stored with internal medicines

Medicine Refrigerator



- ✓ Medicines must not be stored together with food or pathological specimens, but in a separate small, locked fridge.
- ✓ Medicines requiring storage below room temperature will be marked "Store between 2°C and 8°C, in a refrigerator."
- ✓ The temperature of medicine fridges must be continuously monitored and recorded, using the Checkit system.
- ✓ In the case of high or low temperatures outside the acceptable range then Pharmacy must be contacted for advice and next steps. Until it is advised that refrigerated medicines are safe to use, affected medicines must be removed to another refrigerator that is in good working order and the affected medicines quarantined and not used.

- ✓ The Estates and Facilities Dept. must be contacted to correct the problem. Once the problem is rectified then the refrigerator can be re-stocked from Pharmacy and/or the original medicines removed from quarantine and placed back in the original refrigerator (or replacement)

A Clean Storage Room

- ✓ For intravenous fluids and sterile topical fluids if no suitable cupboard is available

Medicine Trolley



Where used for storage of medicines in current use on the medicine administration round.

When not being used the medicine trolley must be locked and secured to the wall.

The trolley must not be left unattended during the medicine round. If the nurse of healthcare professional undertaking the medicines round leaves the trolley, it must be locked immediately.